

INTERNSHIP APPLICATION
OFFICE OF SENATOR JOE DONNELLY

Senator Donnelly accepts all applications for internships; however, applicants from Indiana will be given preference.

It is important that all information you provide on this application is complete and accurate. Your failure to give complete, accurate answers could be grounds for not selecting you or terminating your internship after you begin.

APPLICANT INFORMATION

Name: _____ Date of Application: _____

Current Address: _____

Permanent Address (If different from above): _____

Contact Phone Number: _____ E-mail Address: _____

Are you an Indiana Resident? _____

If selected for an unpaid internship, I could truthfully certify that I am in the United States legally:

☐ Yes ☐ No

If selected for a paid internship, I could truthfully certify one of the following:

(1) I am a United States citizen; or (2) I am lawfully admitted for permanent residence and am seeking citizenship as outlined in 8 U.S.C. § 1324b(a)(3)(B); or (3) I am (i) admitted as a refugee under 8 U.S.C. § 1157 or granted asylum under 8 U.S.C. § 1158 and (ii) I have filed a declaration of intention to become a lawful permanent resident and then a citizen when eligible; or (4) I owe allegiance to the United States under the law.

(Note: To meet the “owe allegiance” requirement, an individual must be (1) a non-citizen U.S. national born in or having ties to American Samoa or Swains Island (as outlined in 8 U.S.C. § 1408), or (2) a non-citizen U.S. national pursuant to section 302 of Public Law 94-241 (relating to the Commonwealth of the Northern Mariana Islands)).

☐ Yes ☐ No

INTERNSHIP PREFERENCES

Please check which office you would like to intern in (if more than one office, please rank preference, 1 being 1st preference):

Washington, DC: _____ Indianapolis: _____ South Bend: _____

For DC internships, please indicate which internship you are interested in applying for:

**Please note, Press Internship applications require additional materials, outlined at end of application*

General Internship: _____ Press Internship: _____

Which term are you applying for?

Winter/Spring: _____ Summer: _____ Fall: _____

Availability: Full Time _____ Part Time (include hours/week) _____

Dates Available for Internship: _____

Areas of interest: *(Please check all that apply)*

Agriculture __	Labor__	Housing __
Budget __	Defense/Military __	Other:
Business__	Healthcare __	
Education__	Immigration __	
Economy__	Energy __	
Transportation__	Environment __	

EMPLOYMENT/INTERNSHIP EXPERIENCE

Have you ever applied for an internship with our office before? Yes _____ No _____
If so, give date: _____

Have you ever been employed by a congressional office other than ours? Yes _____ No _____
If so, give dates of employment/internship and name of office.
May we contact this congressional office? Yes _____ No _____

DATES OF EMPLOYMENT/INTERNSHIP	NAME OF OFFICE

List most recent job first, etc. You must account for all periods of unemployment.

[Note: You may attach additional pages if necessary.]

If currently employed, may we contact your present employer? Yes _____ No _____

Name of Present or Most Recent Employer:	From Month/Year	To Month/Year
Full Address and Telephone Number:		
Your Position: Name and Title of Your Immediate Supervisor:		

Duties & Responsibilities:
If you are no longer employed, reason for leaving:

Next Previous Employer:	From Month/Year	To Month/Year
Full Address and Telephone Number:		
Your Position:		
Name and Title of Your Immediate Supervisor:		
Duties & Responsibilities:		
Reason for leaving:		

Next Previous Employer:	From Month/Year	To Month/Year
Full Address and Telephone Number:		
Your Position:		
Name and Title of Your Immediate Supervisor:		
Duties & Responsibilities:		
Reason for Leaving:		

EDUCATIONAL BACKGROUND

College: _____	Graduation Date: _____
• Major/Minor: _____	GPA (include scale): _____
Graduate School: _____	Graduation Date: _____
• Field of study: _____	GPA: _____

QUALIFICATIONS/INTERESTS:

For the following sections, you may include additional pages when necessary

Describe what specific experience would you like to gain through this internship:

List any qualifications or skills that would be relevant to an internship in Senator Donnelly's office:

Describe your long-term career goals:

Please list your activities/interests you enjoy:

Describe any personal involvement in community service activities:

DISCLOSURE

For the following section of questions, if you answer “Yes” to any of them, please provide an explanation. A “Yes” answer will not necessarily disqualify you for an internship. For questions #2-6, include convictions from a plea of nolo contendere (no contest). For questions # 2-6, omit (a) traffic fines of \$100 or less; (b) any conviction set aside under the Federal Youth Corrections Act or similar state law; and (c) any conviction whose record was expunged under federal or state law.

1. During the last 10 years, were you fired from any job for any reason, quit or resign after being told that you would be fired, or did you leave by mutual agreement because of specific problems?
Yes____ No____

If yes, please explain and provide the employer’s name and address:

2. Have you ever been convicted of, or forfeited collateral for, a felony violation? Generally, a felony is defined as any violation of law punishable by imprisonment of longer than one year, except for violations called misdemeanor under state law which are punishable by imprisonment for two years or less?
Yes____ No____

If yes, please explain violation, including date, place of occurrence and the name/address of the police or court involved:

3. Have you ever been convicted of, or forfeited collateral for, any firearms or explosives violation?
Yes____ No____

If yes, please explain violation, including date, place of occurrence and the name/address of the police or court involved:

4. Are you now under charges for any violation of law?

Yes____ No____

If yes, please explain violation, including date, place of occurrence and the name/address of the police or court involved:

5. During the last 10 years, have you been convicted, forfeited collateral, been imprisoned, been on probation or been on parole? Do not include violations reported in 2, 3, or 4, above.
Yes____ No____

If yes, please explain violation, including date, place of occurrence and the name/address of the police or court involved:

6. Have you ever been convicted by a military court-martial?

Yes____ No____

If yes, please explain violation, including date, place of occurrence and the name/address of the police or court involved:

7. Have you ever had a security clearance suspended, denied or revoked?

Yes____ No____

If yes, please explain the reason(s) for the suspension, denial or revocation, the date of the suspension, denial or revocation, and governmental entity that suspended, denied or revoked the security clearance:

8. Have any disciplinary or administrative actions (ex. probation, suspension, expulsion) been taken against you by your school or are any pending? Yes____ No____

If yes, please explain administrative action taken, including date

REFERENCES

Please list three employer references. If you do not have three employer references, you may list academic references.

NAME	TELEPHONE & ADDRESS	RELATIONSHIP	YEARS KNOWN

STATEMENT OF EQUAL EMPLOYMENT POLICY

The Office of Senator Joe Donnelly is an equal employment opportunity employer in accordance with the requirements of Senate rules and regulations and applicable federal laws.

PARTICIPATION IN E-VERIFY PROGRAM

The law requires this office to comply with the E-Verify Program established by the Department of Homeland Security (DHS) and the Social Security Administration (SSA). If you are selected by our Office for a paid internship or will receive other remuneration from our Office, the Office will verify with the DHS and the SSA that you are eligible for employment in the United States.

CERTIFICATION, RELEASE AND SIGNATURE

I certify that all of the information I have supplied on this application is true, correct, complete, and made in good faith. I understand that a false or fraudulent answer to any question or item on any part of this application, or the withholding or omission of any information requested on this application, may be grounds for not selecting me for an internship, or for terminating my internship after I begin, and may be punishable by fine or imprisonment (U.S. Code, Title 18 Sec. 1001).

I understand that any information I give may be investigated and that the Office of Senator Joe Donnelly reserves the right to conduct a background check, which may include a reference check, searches conducted on the Internet, and/or a criminal background check. **I consent** to such a background check and to the release of information about my ability and fitness for an internship with the Office of Senator Joe Donnelly by employers, schools, law enforcement agencies, and other individuals and organizations to investigators, personnel specialists, and other authorized employees or representatives of the Office of Senator Joe Donnelly. I understand that for financial or lending institutions, medical institutions, hospitals, healthcare professionals, and some other sources of information, a separate specific release may be needed, and I may be contacted for such a release at a later date.

If selected as an intern and in consideration of my internship, **I agree** to conform to the applicable rules and regulations of the United States Senate and the Office of Senator Joe Donnelly. My internship may be terminated with or without cause and with or without notice, at any time, at the option of either the Office or me. I understand that no representative of the Office of Senator Joe Donnelly has any authority to make any agreement contrary to the foregoing.

I understand that interns of the Office of Senator Joe Donnelly are at-will. Nothing in this application alters an intern's at-will status.

I have read and understand all of the above.

Applicant's Signature

Date (month, day, and year)

RETURN APPLICATION

Please send your application, a cover letter expressing your interest and your resume to the following offices based on the office you are interested in serving in. If you are interested in serving in more than one office, please send your materials to both Washington, DC and to Indianapolis/South Bend.

Washington, DC: Please submit your application via email to ellen_webne@donnelly.senate.gov. Due to delays in processing of postal mail sent to Washington DC, *please do not mail in your application*.

Press Internship (DC Office only): Please send application, a cover letter expressing your interest, your resume and two writing samples to application_donnelly@donnelly.senate.gov with the subject "Press Intern."

Indianapolis/South Bend: Please submit your application via email to Marianne_Black@donnelly.senate.gov, fax it to **855-772-7518**, or mail it to 115 North Pennsylvania Street, Suite 100 Indianapolis, IN 46204.